

# Department of Energy Executive Information System

## Logging on to the System

To log onto the Department of Energy (DOE) Executive Information System (EIS), click the Gentia icon. The cursor changes to an hour glass while the system loads. The Gentia load box appears in the middle of the screen, and the Gentia toolbar appears on the top left of the screen. After **Cover Page** displays below the Gentia toolbar, the main EIS screen displays.

## Main EIS Screen Layout

A toolbar appears at the top of the main EIS screen and at the top of each screen in the system.

### Main EIS Screen Icons

The following icons display from left to right on the screen.



***U. S. MAP:***

Returns to the main EIS screen, which displays at logon.

**Main Menu**

Displays a drop-down menu listing the entire contents of the system.

- A square with a triangle inside indicates that there are additional sub-menu drill downs.
- A black stop sign indicates lowest level information.



***LEFT ARROW:***

Moves backward in the system.



***RIGHT ARROW:***

Moves forward in the system.



***PAGE INFO:***

Displays information about the current screen, including the data owner's name, phone number, and e:mail address.



***KEYWORD SEARCH:*** Allows the system to search for information by keywords.



***FEEDBACK:*** Allows comments, requests, and recommendations to be sent to the system administrator.



***PRINT:*** Prints the current screen.

**As Of Date:**

Displays the effective date of the data appearing on the current screen.



***EXIT:*** Exits the Executive Information System.

### **Additional EIS Icons**

The following three icons do not appear on the main EIS screen.



***CHART ONLY:*** Displays only the current chart.



***TABLE ONLY:*** Displays only the current table.



***CHART/TABLE:*** Displays both the chart and table on the screen (system default).

### **Color-Coded Lettering Conventions**

Use the following information when navigating the system.

Lettering Color	Capability
Blue	Additional drill-down capability
Black	Lowest-level drill-down capability
Green	Drill-up capabilities

## Accessing the System

It is possible to navigate the system four different ways from the main EIS screen.

### Main Menu (Main EIS Screen Toolbar Icon)

Click the Main Menu button from the main EIS screen toolbar to access Main Menu system information. The Main Menu displays.



Main Menu, Corporate, Headquarters, and Field Office system information can be accessed from the Main Menu. Use the following conventions to navigate the system.

- Each Main Menu option is preceded by a square box with a triangle. This indicates that additional sub-menu drill downs are available. Click on the triangle to access an additional drill down.
- Click on the words next to the square box with a triangle to advance to a Summary screen
- Click on an option of interest.

**Note:** A menu option preceded by a black stop sign indicates that there is no further drill down for that option.

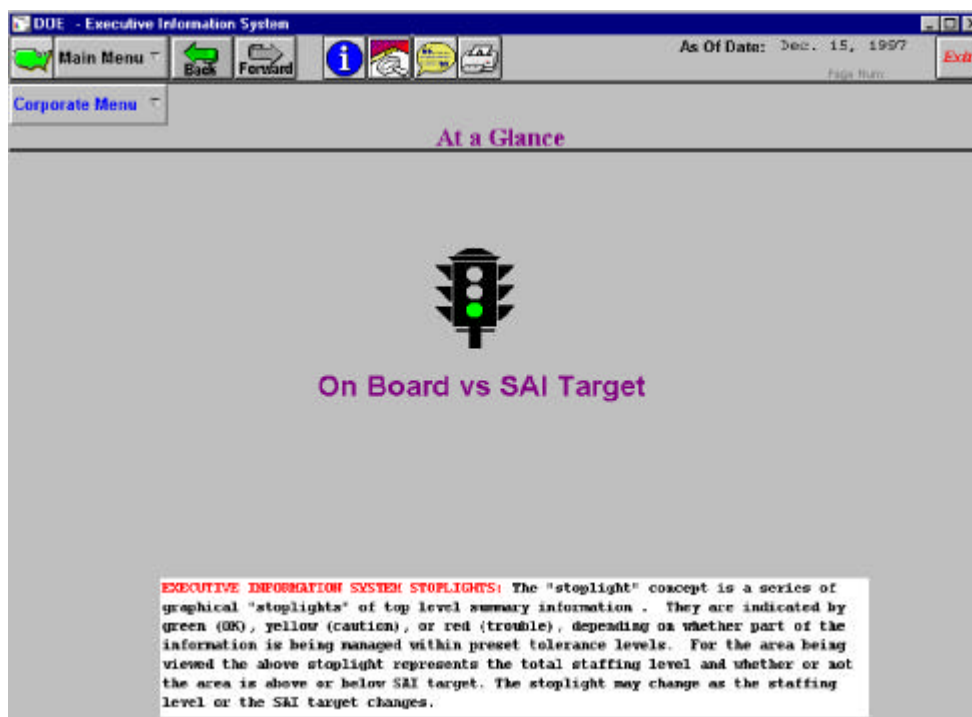
1. Use one of the following two procedures to exit the Main Menu area.
  - Windows 3.1 (Click - in the upper-left corner and then click Close.)
  - Windows 95 (Click X in the upper-right corner.)

### **DOE Corporate Information (Main EIS Screen Corporate Star)**

Click on the STAR or DOE Corporate Information graphic that displays at the bottom left-hand side of the main EIS screen to access Corporate system information.



The Stoplight screen displays. This screen is the system default.



1. The Stoplight screen acts as a snapshot that shows managers whether there are problems in a defined area. Use the following color information to identify a problem.

Color	Problem
Red	Definite Problem
Yellow	Possible Problem
Green	No Problem

**Note:** *Currently the stoplight shows staffing for the viewed area to the Strategic Alignment Initiative (SAI) target.*

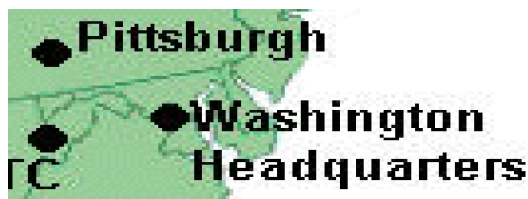
2. Click the stoplight to display related data for further analysis.
3. After viewing the SAI detailed information, click the Corporate Menu button located just below the DOE Corporate title on the upper left-side of the Staffing to SAI Target screen. Navigation conventions are the same as the Main Menu conventions.

**Note:** *When navigating within a particular area of the system, it is always faster to use the dedicated menu instead of the Main Menu.*

4. To exit the Corporate area, click the U.S. map toolbar icon. The main EIS screen displays.

### **Washington Headquarters (Main EIS Screen Map)**

Click on Washington Headquarters from the main EIS screen to access Headquarters (HQ) system information.



The Stoplight screen (similar to the Corporate Spotlight screen) displays. This screen is the system default.

1. To access other Headquarters areas, click the Headquarters Menu button located just below the DOE-HQ title on the left-side of the Staffing to SAI Target screen. Click anywhere on this menu to display information for all Headquarters. The Headquarters area allows the user to limit the information to a particular office. To bring up a particular Office within Headquarters, click the button on the right side of the screen after **Select Program or Admin**. A drop-down menu displays a listing of all Administrative and Program Offices.
2. To exit the Headquarters area, click the U.S. map toolbar icon. The main EIS screen displays.

### **Field Offices**

Click on any Field Office from the main EIS screen to bring up a Field Office area of the system.



The Stoplight screen (similar to the Corporate and Headquarters Spotlight screens) displays. This screen is the system default.

1. To access other than SAI information for a Field Office, click the Field Office button located just below the DOE-Field Office title on the left side of the Staffing to SAI Target screen. Click anywhere on this screen to display particular Field Office information. To change the Field Office being viewed without going back to the Main Menu or main EIS screen, click on the Select Field Office button and choose the next Field Office to be viewed. This button is located next to **Select Field Office** on the right side of the screen.
2. To exit the Field Office area, click the U.S. map toolbar icon to return to the main EIS screen, select a particular screen from the Main Menu toolbar icon, or quit using the Exit toolbar icon. Ilya

## Questions

If you have any questions that cannot be answered by this document, contact the people listed below.

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